



## DISCRIMINATION COMPLAINTS AND EQUAL OPPORTUNITY COUNSELING PROGRAM

LMS-CP-3904  
Revision: D-3

### Objectives:

- to resolve equal employment opportunity issues at the lowest possible level
- to afford complainants a fair and legal recourse
- to provide neutral representation for management and complainants
- to insure a work environment free from unlawful discrimination
- to meet the requirements of the Equal Employment Opportunity Commission Management Directive 110 and 29 CFR Part 1614

Approval original signed on file  
Deputy Center Director

### General Information

The following records are generated by this procedure and should be maintained in accordance with CID 1440.7:

Formal Complaint File:

- Rights and Responsibilities Letter
- Notice of Final Interview and Right to File Letter
- NF 1355
- Counselor's Report

### Note 1

An employee has the option to elect the Alternative Dispute Resolution (ADR) Process described in LMS-CP-3905.

### Note 2

The Process for informal pre-complaint counseling is defined in 29 CFR Part 1614.

### Note 3

To issue a Rights and Responsibilities Letter and a Final Interview and Notice of Right to File Letter complete the following:

- Prepare two copies of the letter
- Obtain the employee's signature with date on both copies
- Give one copy to the employee
- Give the second copy to the Discrimination Complaints Program Manager

